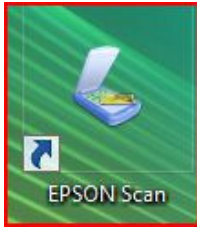
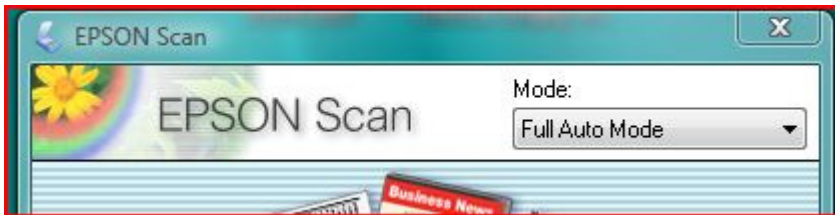


## Using the Epson Scanner on Windows 7 to scan a picture or a printed page

The model 4490 scanner is connected to PC-11. Open the scanner lid and look for the white backing plate which is located on the underside of the lid. The plate must be in place in order to scan pictures and printed pages.



Place the item which is to be scanned face down on the glass and close the lid. Check the green scanner light. If it is off, press the power button which is located on the right side near the rear of the scanner. Find the Epson Scan icon on the desktop and double click it; the Epson Scan window will appear. Look at the upper right section of the

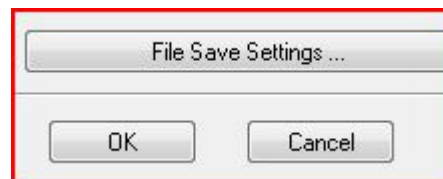
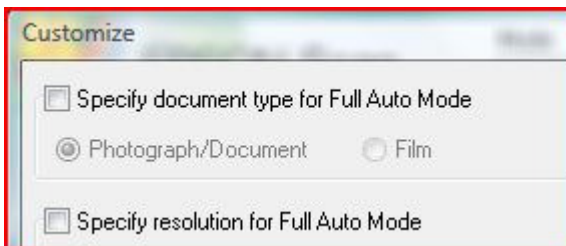


EPSON Scan window to see if the scanner is in the Full Auto Mode\*. If that mode is

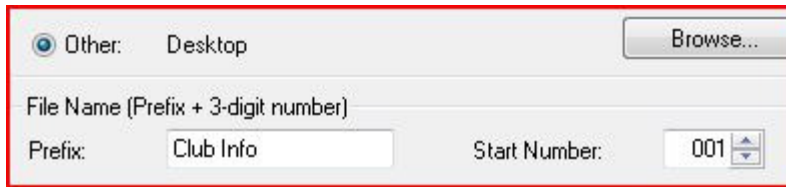
selected, click the Customize button\*\* which is on the left near the bottom of the window.



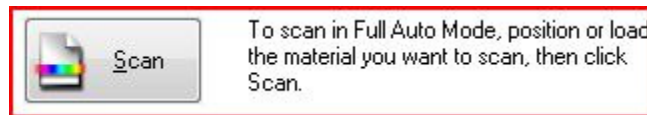
On the Customize window, click to remove the check marks from the two boxes on the top left if they are present and then click on the File Save Settings button which is near the bottom of the window.



On the File Save Settings window, look for a dot in the circle which is labeled Other. If the dot is not in the circle, click the circle to place the dot in it.



Notice that the word Desktop\*\*\* is highlighted and that is where the scanned image will be placed. Also look at the Prefix and the Start number boxes; those entries may be changed from the keyboard. The entries in those boxes will be combined to name the first image file which is produced by the scanner. Click OK at the bottom of the open windows and then click Scan on the Epson Scan window.



While the scanning is being done, the Epson Scan window displays the operation which is currently in progress. After the item has been scanned, the desktop folder opens with the image file icon on it; a Futura Ad was scanned and the icon appears above at the right. Double click the icon to display the image in the Windows Photo Viewer or in the Picasa Image Viewer. The image may be zoomed in by clicking on the (+) at the bottom of the window.

If the number of photos or printed pages is large or they need to be saved, they may be burned on a CD or stored on a flash drive. A set of instructions to burn a CD is available on the club website and may be printed. The website address is [scpd-computerclub.org](http://scpd-computerclub.org). On the site, find the button labeled Documents and click it. Scroll down to “Burning a New CD on Vista” and click it. The one page document will appear on the screen. On the Menu bar, click on File and then click Print on the drop-down menu. The Print window will appear; click OK which is at the bottom of the Print window.

Close all the windows and remove the master when the process is completed. Please leave the scanner power on.

\* If it is not in the Full Auto Mode, click on the V which is right of the Mode box and then click on the words “Full Auto Mode” on the drop down menu.

\*\* If the Customize button does not appear on the Epson Scan window, click the Close button which is located at the bottom of the window and start again.

\*\*\*If the word “Desktop” is not shown, click on the Browse button which is on the right. The Browse for Folder window will open; find the word “Desktop” and click it. Then click OK at the bottom of the window.

G. Hans January 2011